



TRANSCEND
Translation matters.®

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LOW - L I T E R A C Y E D U C A T I O N

Checklist

	Yes	No		Yes	No
1. Have you identified your audience?	<input type="checkbox"/>	<input type="checkbox"/>	10. Have you selected an appealing, simple layout with plenty of white space and a large font size? (12-14 point)	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you know their reading proficiency?	<input type="checkbox"/>	<input type="checkbox"/>	11. Are summary documents limited to one or two pages? (for two page documents, back-to-back is better.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the document at the readers' grade reading level or lower? (Use WORD or Fog to test. If grade level is ≥ 12 , use WP.)	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you used bold or a larger font to set off the most important information?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you used headings to set off blocks of information?	<input type="checkbox"/>	<input type="checkbox"/>	13. Have you avoided ALL CAPS and <u>underlining</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are most of the sentences about 10 words long?	<input type="checkbox"/>	<input type="checkbox"/>	14. Have you chosen a serif font for English (sans serif font for Spanish)?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are there two or less multi-syllabic words per sentence?	<input type="checkbox"/>	<input type="checkbox"/>	15. Do you have at least one or two appealing graphics per page?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the most important information in two or more highly visible areas of the document? The very beginning, the very end, the first or last of a series of bulleted items.	<input type="checkbox"/>	<input type="checkbox"/>	16. Do the photos or drawings of people look like the target ethnic group?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the text limited to 300 words per page or less?	<input type="checkbox"/>	<input type="checkbox"/>	17. Have you field tested the document (both text and graphics) with members of the target group?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the author of the document summarized frequently, helping readers to remember the main points? (Using bullets is a good way of summarizing. But, don't use more than five. Key items go in the first and last spots.) ...	<input type="checkbox"/>	<input type="checkbox"/>			

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